



**DDRS Briefing
1st Quarter 2005 Lessons
Learned Conference
Other Defense Organizations**



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Defense Departmental Reporting
System Program Management Office
(DDRS PMO)
Defense Finance and Accounting
Service

- Accessing DDRS-AFS
- SAAR Form Broken Down
- Software Requirements
- Hardware Requirements
- DDRS-AFS Information



- The DDRS-AFS PMO Office must receive a completed System Authorization Access Request (SAAR) Form
- Fax the Form to Our Office at (703) 607-2126
Attn: Tim Bouquet or Denise White
- The DDRS-PMO Office will then provide you with a USER_ID and Password
- Security Administrator will assign appropriate roles.

SAAR Form Broken Down



- SAAR Form can be found at the DDRS Support Web Page:
https://dfas4dod.dfas.mil/systems/ddrs/ddrs_security_access.htm
- SAAR Form Broken Down:
 - Part I: New User to complete. New users must complete the Annual Information Awareness (AIA) Training. The employing agency is responsible for the AIA training.
 - Part II: Need Birthday, IP Address (Static or Range-Only if you are first user at the employing agency), and Supervisor's Signature. Generally, Non-DFAS employees receive read only access and Footnote Save Roles. The DDRS PMO fills in numbers 21 and 22.
 - Part III: Need the employing Agency's Security Manager to complete this section.
 - Part IV: Skip
 - User needs to Include a signed copy of the DDRS Rules of Behavior (can be found at the website above).

Please see the blank SAAR Form provided

- DDRS-AFS is a Web Based Application
- Address: https://ddrs-afs-ora.ogden.disa.mil/ddrs_afs-html/frontpage.html
- Software needed JInitiator 1.3.1.18 and a CertDB.txt file
 - Software is Free
 - Software available on the DDRS Website (Address Above)
 - Click on the “First Time Users Click Here” Link
 - For Help installing please contact Local LAN Teams

- Minimum Requirements
 - Pentium Processor
 - 128 MB RAM
 - 300 Mhz CPU
 - Network connection to NIPRNET
 - 90 MB Hard Drive space for reports
- Suggested Requirements
 - Pentium 3 Processor
 - 500Mhz CPU
 - 256MB RAM
 - 90 Mb Free Hard Drive space
 - Network Connection to NIPRNET

- **Camera Ready Statements and Footnotes (Draft and Final)**
- **Trial Balance, Trading Partner, and JV Information**
- **Reconciliation and RSI Reports**
- **Management and Trend Analysis Reports**
- **FACTS 1 and GFRS Information**
- **DDRS-AFS Help Desk: (850) 453-4141**
- **Training Available upon Request**

DDRS-AFS Points of Contact



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DFAS

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